



# An alternative career in finance

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## Senior VAT Officer

Following strong organic growth, we are on the lookout for bright individuals to join our team; individuals who are motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit [aztecgroupp.eu/careers](http://aztecgroupp.eu/careers), email [careers@aztecgroupp.eu](mailto:careers@aztecgroupp.eu) or call us on +352 246 160 6140.

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# Job Description

## Senior VAT Officer

### Reports to Tax Manager

The purpose of this position is to support the tax team in all compliance and VAT-related matters and work with the management on the Aztec Group Luxembourg clients' portfolio. This is an exciting opportunity for someone who would like to be part of a great team atmosphere and is committed to delivering high-quality work under tight deadlines.

### Key responsibilities:

- + Assist with the preparation of Luxembourg periodic and annual VAT, calculation of VAT provisions and the review of VAT assessments
- + Be the contact person for the Luxembourg tax authorities
- + Be a key contact person for international group entities regarding VAT related queries
- + Be part of ad hoc projects like DAC6, FATCA/CRS or CbCr
- + Involvement, if needed, in direct Tax matters: CIT returns, WHT returns, tax assessments, tax provisions
- + Coordinate between clients and other service providers
- + Review and coach junior tax officers and trainees

### Skills, knowledge, expertise:

- + Attention to detail to ensure the delivery of consistent and high standards
- + At least 4 years' of previous experience preparing and reviewing periodic and annual VAT returns
- + Degree in Accounting / Finance / Business or Law
- + Chamber of Commerce or Chambre des Salariés Privés diploma
- + Fluency in English is mandatory; French or German are considered an asset
- + Excellent Microsoft Excel skills
- + Excellent organisational and people skills
- + Ability to work under pressure within tight deadlines
- + Critical thinking, discipline and attention to detail

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We will provide the training, both in-house for relevant technical knowledge and professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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